



Paid Summer Internship

Description of Duties

Depending upon job placement, Interns may be assisting DOT in any of the following areas:

- Prepare plans, designs, specifications and quantity estimates for highway, bridge or maintenance projects;
- Conduct technical analyses, perform calculations, and review engineering data for: highway, structural, drainage or utility designs; land surveys, geotechnical engineering; geological features; or for active construction projects;
- Perform physical or chemical testing of construction materials in a field or laboratory setting;
- Conduct field investigations and data gathering to provide information for the preparation of engineering, materials, environmental, research, construction, asset management or transportation planning related reports or studies;
- Assist in construction contract administration, performing field inspection for activities such as: drainage installation; paving or concrete placement; or earthwork operations; to ensure work is performed to plans and specifications;
- Collect, process, and review traffic data for reporting needs or for performing traffic engineering analyses, such as for evaluating speed zones, signal warrants, signal timing and phasing, lane use, markings, and forecasting traffic.
- Inspect maintenance related work, such as landscaping, pavement resurfacing, and snow and ice removal;
- Investigate and research collected data for the creation of written reports, studies, or maps in a GIS application;
- Work with financial accounting systems, querying and reviewing data archives to produce analyses and reports.
- Utilize software applications to create or manipulate drawings, databases, spreadsheets, documents, etc.
- Develop scripts in Python, SQL, C#, .NET, etc. to process and analyze data.

Other Information

Commitment: 10-12 weeks / one semester - depending on job assignment

Location: Most internships originate in Concord, NH. Specific assignments may vary.

Work Week: Monday through Friday

- **Full time:** 37.5 hours per week
- **Part time:** 29.5 hours per week in shifts of at least four hours

Start/End Times: May-August is typical; vary depending upon job assignment and start and end of school

Internship Credit: Interns must provide forms to supervisors for completion.

Application Requirements

Students with a high school diploma, GED or equivalent are eligible to apply. *Majors with a study in engineering, planning, finance, environmental science and computer sciences are all welcome. Students who have completed their sophomore year and have a cumulative GPA of 2.5 preferred.*

The following information must be submitted:

- State of NH employment application
- Cover letter
- Resume
- Official college transcripts
- Internship Contact Information form

Submit to:

New Hampshire Department of Transportation
Bureau of Human Resources
P.O. Box 483, 7 Hazen Drive
Concord, NH 03302-0483
Attention: Krista Robichaud

Application Deadline: January 31st at 4:00 PM.

*Added internships!! extended to March 26, 2020

Incomplete applications will not be considered.

Contact: Krista Robichaud, Training & Recruitment Specialist, 603-271-8026, krista.robichaud@dot.nh.gov

Forms: www.nh.gov/dot/org/administration/humanresources/intern.htm